

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the first promotional level of the regular line classes in the police department. Employees of this class perform regular patrol, traffic, and investigative functions, as well as performing supervisory duties in the absence of a sergeant and at other times as assigned. In addition to these duties, the police officer first class may be assigned special detailed duties such as responsibility for the jail, for the neighborhood watch program, for public relations duties, etc. At this level employees receive general instructions only, working independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and this class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property; answers questions for the public on matters involving city ordinances, criminal law, departmental rules and regulations; controls crowds at a crime scene, fire scene, public meetings or any other large gathering;

Makes initial investigation of complaints received; attempts to resolve differences between parties involved in family or neighborhood disputes; protects major crime scene by keeping people and vehicles away from areas where evidence might exist; searches for physical evidence at the crime scene; lifts fingerprints, takes photographs of designated pieces of evidence or crime scene areas, makes sketch of crime scene; takes written statements from witnesses;

Conducts searches upon probable cause or makes application for a search warrant from a designated official using established procedure; seizes contraband or evidence located as a result of a legal search; collects information and evidence to identify persons suspected of committing crimes; tries to locate and interrogate persons suspected of committing crimes; makes arrests in accordance with the law and established procedures;

Interviews or questions juveniles and makes arrests of juveniles following established procedures; turns juvenile cases over to the appropriate juvenile authority;

Makes talks or conducts demonstrations on various facets of law enforcement or related subjects before community or school groups;

Performs duties for the care of prisoners and provides for the maintenance of jail security; takes money for bonds;

Transmits orders to officers at roll call or individually; inspects subordinates at beginning of shift for correct personal appearance; inspects squad cars and provides for the maintenance of police vehicles; supervises units on the street during a shift to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; reviews and critiques reports prepared by subordinates to correct errors and provide direction and supervision; makes reports on work performance and attitude of subordinate officers to designated superior; verbally corrects subordinates when their work performance, attitude, or behavior falls below expected standards; talks to subordinates in formal session or informally to explain and provide assistance and guidance on police work; assigns specific work to subordinate officers;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for not less than two (2) years immediately preceding the closing date for application to the board.

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